

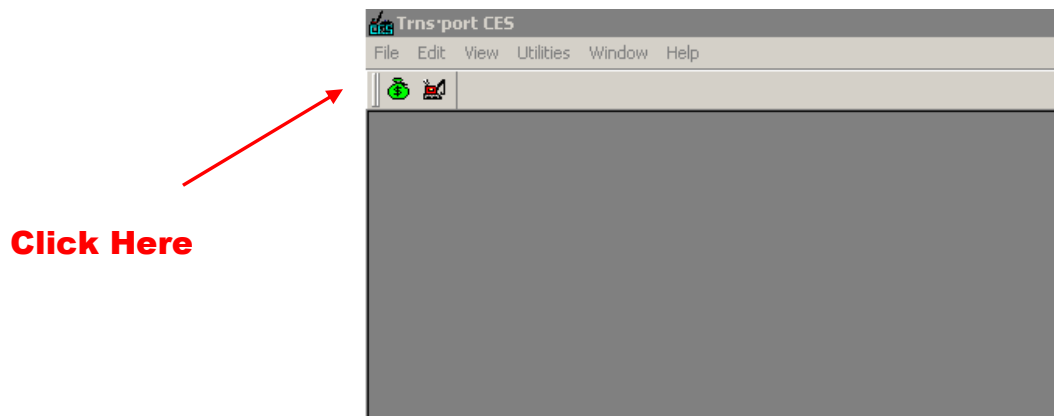
CES Designer Instructions

CES Project Setup Checklist:

1. Ensure the *Spec Year* is set to the current specification year.
2. Set the *Unit System* to ENGLISH or METRIC as appropriate.
3. Set the *Base Date* to the LETTING FINISH DATE from SPMS.
4. Set the *Work Type* to the HIGHEST level of summarization (“000” level) for the project type. (e.g. “A000” for a bridge project, “P000” for an intersection improvement, etc.)
5. Set the *Bid-Based Inflation* Radio Button to “USE MODEL” if the project is to be constructed within the current year or to USE JOB if the project is to be constructed in a future year.
6. Ensure that the *Inflation Percent* and the *Years Until Work* entries are correct. These values were imported from SPMS when the CES job record was created and may be obsolete.
7. Set the *Season* to the time of year when the job is to be CONSTRUCTED (Winter, Spring, Summer, or Fall).
8. Set the *Locations* to the COUNTY and DISTRICT where the job is located.
9. Choose the default *Item Bid History Library* that is appropriate for the Contract Type (B, M, R, RS, T).
10. Make sure you enter the *Latitude* and *Longitude* of the project midpoint on page 2 of the General tab.
11. Any problems or issues using CES, send an email to cessupport@indot.in.gov.

BASIC DESIGNER INSTRUCTIONS FOR USING CES











To get started click on the green bag of money in the top left corner.



Find the project in the list and click once to select.

Job Number	Spec Year	Description	Primary County	District	Job Work Type	Project	Proposal	Estimator
0	10	RPP Sample	C035	620	J200			
000	10	Sample Items for Resurface and Maintenance - Seymour	C036	650	J000			
0000	06	SR144 Emergency Pipe Repair	C055	650	J200			
00000000	10	Fort Wayne District Demolition Estimating Template	C020	620	N100			
000000000	06	Dummy Items for Sample Resurface	C013	660	A000			
00000000000000C	10	Trial Project for Preliminary Estimates	C016	650	J200			
00000000001	06	/A						
000000000011	93	ASDFASDF	C049	630	A200			ADS
00000000DUMM	95	DUMMY PROJECT	C093			00000000C		
00000001	93	Yes this works						
00000018	06	SAMPLE JOB FOR D. ANDREWSKI	C055	650	L200			MCP
00000066	95	From French Island Trail (former SR 662) to Yankeetown Rd (P	C087	660	G400			S

To correct the **Spec Year** (if necessary), choose **Edit**, then **Change Spec Year**.

Trns-port CES									
File Edit View Utilities Window Help									
         									
Add Change Delete... Filter Sort Copy Paste Copy Special Select All Change Spec Year Split Job		Ins Shift+Del Ctrl+F Ctrl+S Ctrl+C Ctrl+V Ctrl+A Primary County District Job Work Type Project Proposal Estimator							
02C		ruden Ditch, 0.90 mile N of SR 16	C056	640	W100				S
02C		over Tully Ditch, 6.01 miles S of SFC045		640	C100				S
03C		Chapel Road over I-69, 1.43 miles	C002	620	C200				FOFO
03C		I/SR 101	C024	650	V300				S
03C		ue Ped Crossing	C079	610	V300				S
03C		0.5 mi E of I-469 to 0.5 mi E of Ryan	C002	620	G300				S
03C		oad Construction - Asphalt Option	C002	620	G300				HB
03C		oad Construction - Concrete Option	C002	620	G300				HB
0300324	06	At SE corner of US 231, SR 157 and SR 5	C028	660	V300				S
0300567	93	At US 52 (westbound ramp)	C015	650	V300				S
0401145	10	At SR 11	C036	650	L100				S
0401338	93	At Ridge Ave./Bellview Ave.	C015	650	V300				S
0500076	93	At 21st Street (SB ramps)	C049	630	V300				S
0710353	93	WB BR over Croys Creek 7.10 mi W of SFC067		610	C700				COCD
0710634	06	3.62 miles east of US-31	C040	650	A400				S0S0
0710636	06	E of US-421 at RP 157+55	C078	650	W100				S0S0
0710637	06	1.81 miles E of US-421	C069	650	W100				S0S0
0800375	06	Lanesville Interchange to Kv State Line	C031	650	V200				S0S0

Once Spec Year is correct, double click on the Job Number to open the job file. Check for accuracy the fields on **page 1** under **Classification** and **Location** and correct any known discrepancies. Also, be sure the correct **Unit System** is selected.

Trns-port CES

File Edit View Utilities Window Help

Job 0810069

General Variables Cost Groups Categories Items Programs Funding Attachments

page 1 page 2

Job Number: 0810069 Spec Year: 10 Unit System: E

Description 1: 3.76 miles S. of SR 44

Description 2:

Classifications

Work Type: C800

Highway Type:

Job Type: C800

Inflation

Inflation %: 0.00

Years Until Work: 2.00

Base Date: 09/25/2008

Fed/State Project Num.:

C&E %:

Location

County: C041

Urban/Rural: R

District: 650

Begin Termini: 085080

End Termini: 000000

Bid Histories

Cost Grp Hist: STANDARD

Item History: ALL CONT - TWO Y

Bid-based: ☐ Use Model ☐ Use Job

Inflation: ☐ Use Model ☐ Use Job

Season: SPRI

Cost Sheets

Davis Bacon?: ☐

Labor Cls.:

Eqpmt Cls.:

Materials Cls.:

Metrics

Depth (in/mm):

Length (Mi/km): 0.0000

Width (ft/m):

Lane Mi/km:

Estimated By: S

Date Created: 08/22/2008

Last Updated: 03/25/2010

Conceptual Estimate: 40,000.00

Estimate: 108,168.27

Contingency Percent: 0.00

Total: 108,168.27

Under **Inflation**, set the **Inflation %** to the annual percentage inflation rate desired, and the **Years Until Work** to the number of years between the current date and the beginning of construction. The **Base Date** should be set to the Letting Date, or the date for which you want CES to produce pricing.

Under **Bid Histories**, first click on the Arrow to the right of the **Cost Grp Hist** (Cost Group History) field and select the **STANDARD** cost group bid History from in the popup window and click **OK**

Note: This step is only necessary if you plan on using the Parametric Estimating Features

Cost Group Bid History Libr...

Library Name	Description
PCCP-93R	PORTLAND CEMENT CONCRETE PAVEMENT 3R
PCT_OF	PERCENT OF
RESURF1	RESURFACE WORK
RESURFE	RESURFACE JOBS ENGLISH
RESURFM	RESURFACE METRIC
RSCONTRACTS	RS CONTRACTS FOR THE LAST TWO YEARS 200
STANDARD	STANDARD LIBRARY
TEST	TEST Library for DSS import

OK Filter Sort Cancel Help

Next click on the arrow to the right of the **Item History** field.

Select the appropriate **Item Bid History Library** and click **OK**. Normally, you should select the Bid history library that corresponds with the type of contract you are estimating. In addition, there are one, two, and three-year libraries based on all contracts for items which may not have been bid in sufficient quantities to appear in the contract-specific Bid History Libraries

Library	Description
ALL CONT - ONE YEAR	Updated 7/1/2010 Calculates prices based on all Contracts
ALL CONT - THREE YR	Updated 7/1/2010 Calculates prices based on all Contracts
ALL CONT - TWO YEAR	Updated 7/1/2010 Calculates prices based on all Contracts
LIBRARY - B ONLY	BID HISTORY FROM BRIDGE (B) CONTRACTS UPDATED 7/1/2010
LIBRARY - M ONLY	BID HISTORY FROM MAINTENANCE (M) CONTRACTS UPDATED 7/1/2010
LIBRARY - R ONLY	BID HISTORY FROM ROAD (R) CONTRACTS UPDATED 7/1/2010
LIBRARY - RS ONLY	BID HISTORY FROM RESURFACING (RS) CONTRACTS UPDATED 7/1/2010
LIBRARY - T ONLY	BID HISTORY FROM TRAFFIC (T) CONTRACTS UPDATED 7/1/2010

Buttons: OK, Filter, Sort, Cancel, Help

Set the Bid-based **Inflation** radio buttons to either **Use Model** or **Use Job**. If you choose **Use Model** inflation will be calculated and applied to Bid-based prices only based on the **Base Date** for the job. If you choose **Use Job** an inflation adjustment will be applied to the entire Job by inflating the total cost by the inflation rate specified by the Inflation % for the number of year specified in the Years Until Work.

Bid Histories

Cost Grp Hist: STANDARD

Item History:

Bid-based ☐ Use Model ☒ Use Job

Inflation: ☒ Use Job

Season:

The last items you need set on Page One are the anticipated construction season from the pull down menu next to **Season** and enter the project metrics: **Pavement Depth, Length, Width,** and **Lane Miles/Kilometers**.

Job Number: 0810069 Spec Year: 10 Unit System: E

Description 1: 3.76 miles S. of SR 44

Description 2:

Classifications

Work Type: C800

Highway Type:

Job Type: C800

Location

County: C041

Urban/Rural: R

District: 650

Begin Termini: 085080

End Termini: 000000

Metrics

Depth (in/mm):

Length (Mi/km): 0.0000

Width (ft/m):

Lane Mi/km:

Inflation

Inflation %: 0.00

Years Until Work: 2.00

Base Date: 09/25/2008

Bid Histories

Cost Grp Hist: STANDARD

Item History: ALL CONT - TWO YR

Bid-based ☐ Use Model ☒ Use Job

Inflation: ☒ Use Job

Season: SPR1

Fed/State Project Num.:

C&E %:

Estimated By: S

Date Created: 08/22/2008

Last Updated: 03/25/2010

Conceptual Estimate: 40,000.00

Davis-Bacon?: FALL

Labor Cls.: SPR1

Eqmpt Cls.: SUMM

Materials Cls.: WINT

108,168.27

0.00

108,168.27

Next select the button for **page 2** just below the General tab. On page 2 enter the **Latitude** and **Longitude** in degrees, minutes, seconds without symbols or other punctuation. Page 2 is also where you can set or reset the **Control Group**

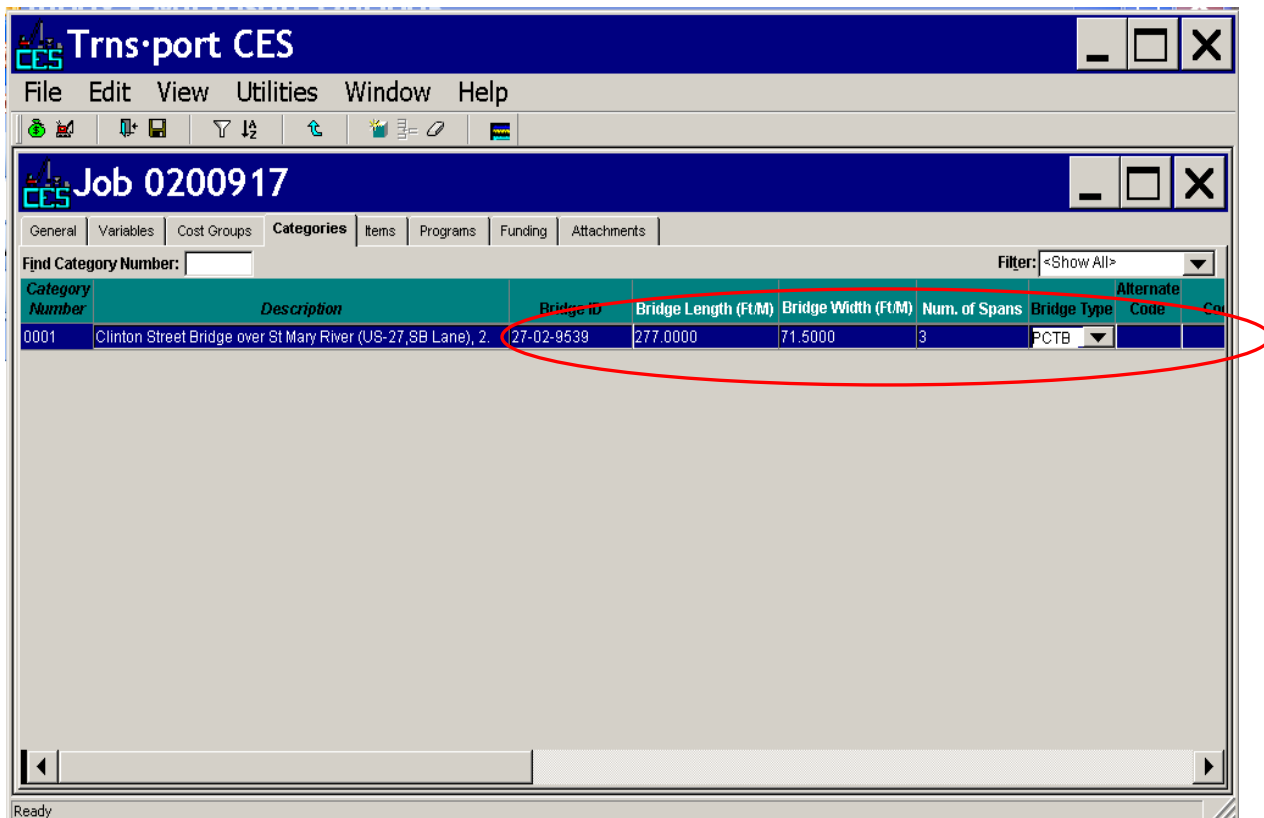
The screenshot shows the 'Trns-port CES' application window. The 'General' tab is selected, and 'page 2' is chosen from the page selector. The 'page 2' button is circled in red. Below it, the 'Latitude' and 'Longitude' fields are circled in red, with values 392606 and 855854 respectively. The 'Control Group' field is also circled in red with the value 95.

Next, click the **Cost Groups** tab. Cost Groups are only used for Parametric Estimating. Make sure all the boxes under **Active?**, are unchecked. If the box is checked, simply click on the check to remove it. The total amount of any item checked on this tab will be added to your estimate.

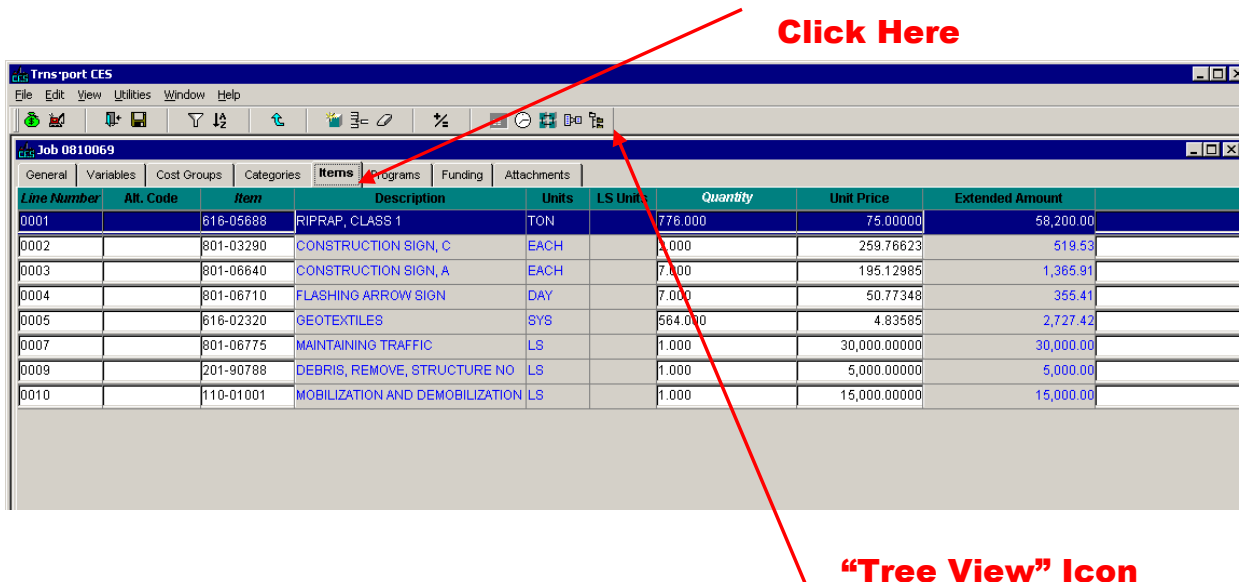
The screenshot shows the 'Trns-port CES' application window with the 'Cost Groups' tab selected. The 'Active?' column is circled in red, showing a list of items with checkboxes for activation.

Line Number	Cost Group ID	Description	Unit	Calculation Rule	Quantity	Price	Extended Amount	Bid-based Comment	Active?
00000001	PE1	Preliminary Engineering 1	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000002	PE2	Preliminary Engineering 2	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000003	RW1	Right of Way Purchase	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000004	RW2	Right of Way Services	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000005	UT1	Utilities PE	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000006	UT2	Utilities CN	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000007	RR1	Railroad PE	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000008	RR2	Railroad CN	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000009	CN	Construction	LS	NORM	1.000	40,000.00000	40,000.00		<input type="checkbox"/>
00000010	CE	Construction Engineering	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>
00000011	RQP	Relinquishment Payment	LS	NORM	1.000	0.00000	0.00		<input type="checkbox"/>

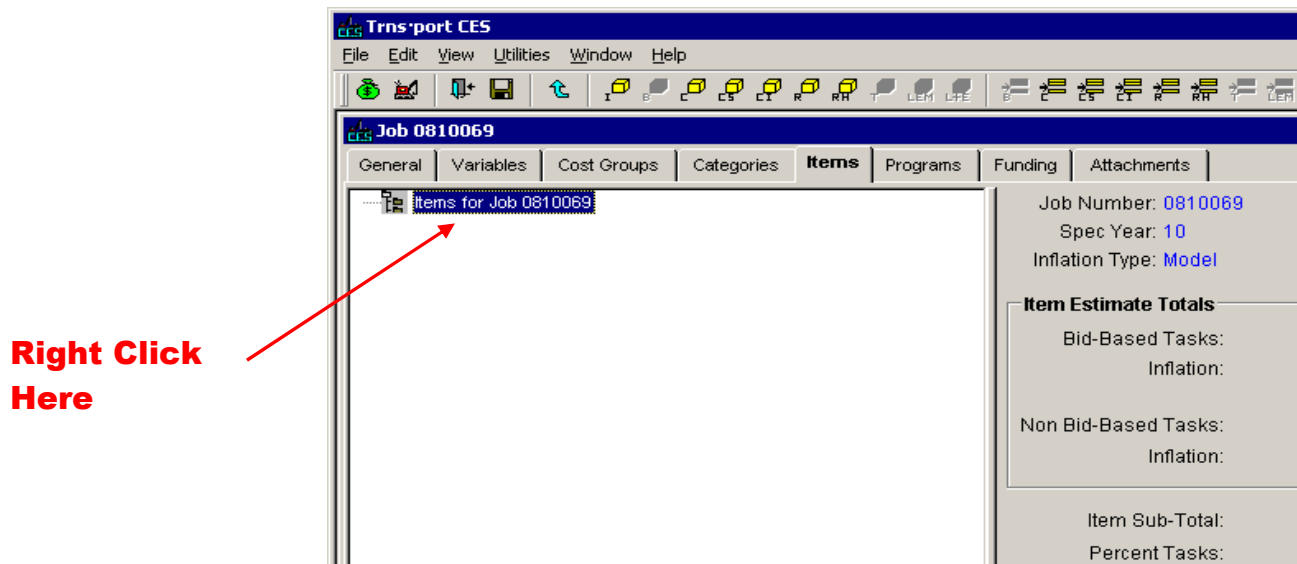
Next, click the **Categories** tab. Each job should have one category unless you are specifically instructed otherwise. The category tab is where you enter Bridge Information. You must enter the **Bridge ID**, **Bridge Length**, **Bridge Width**, **Number of Spans**, and **Bridge Type** for each Bridge in the project.



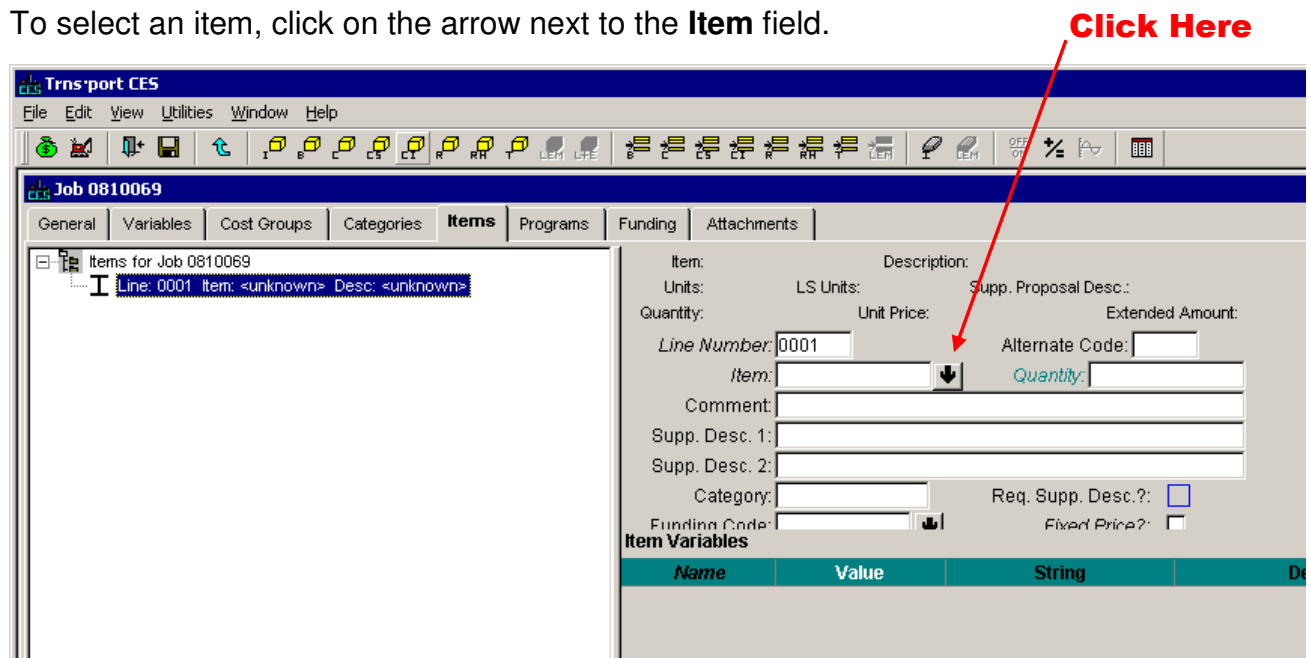
Next, click on the **Items** tab and then click on the folder tree icon for the “tree view” interface.



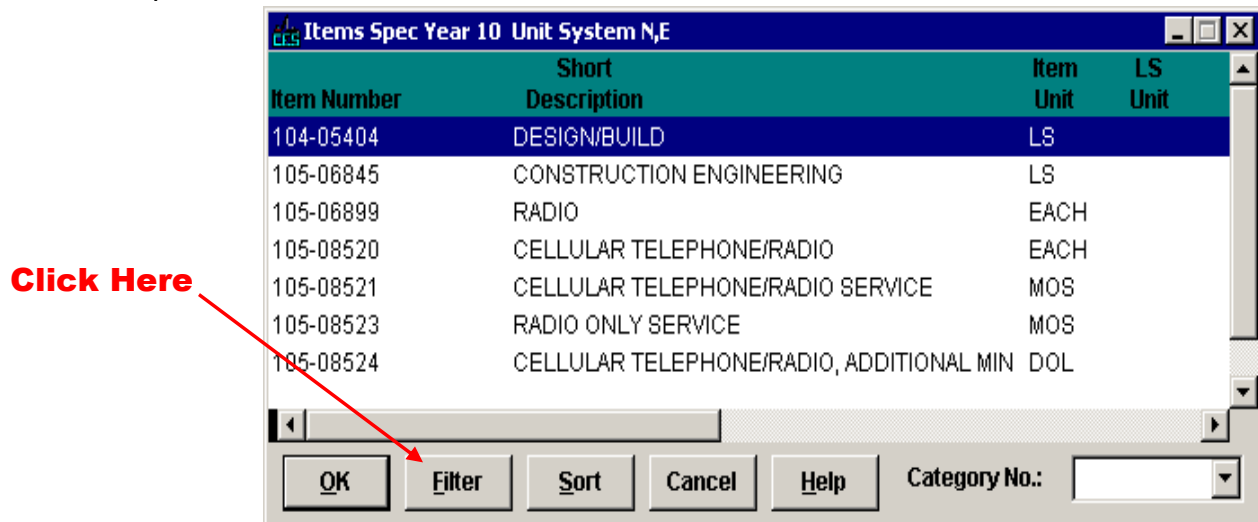
To begin adding items to the estimate, right click on the **Items for Job** and select **Add Item**.



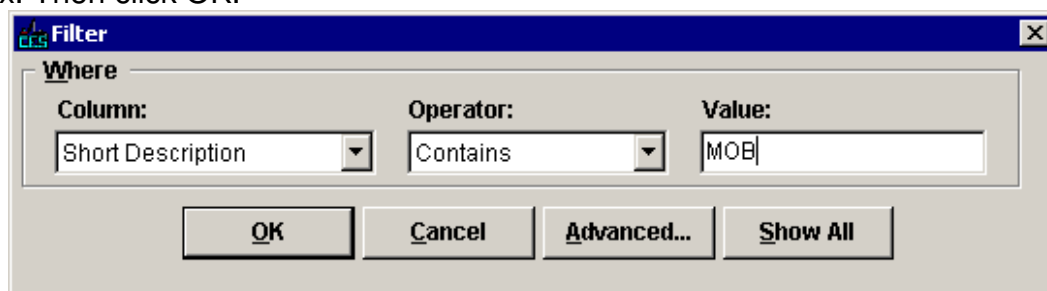
To select an item, click on the arrow next to the **Item** field.



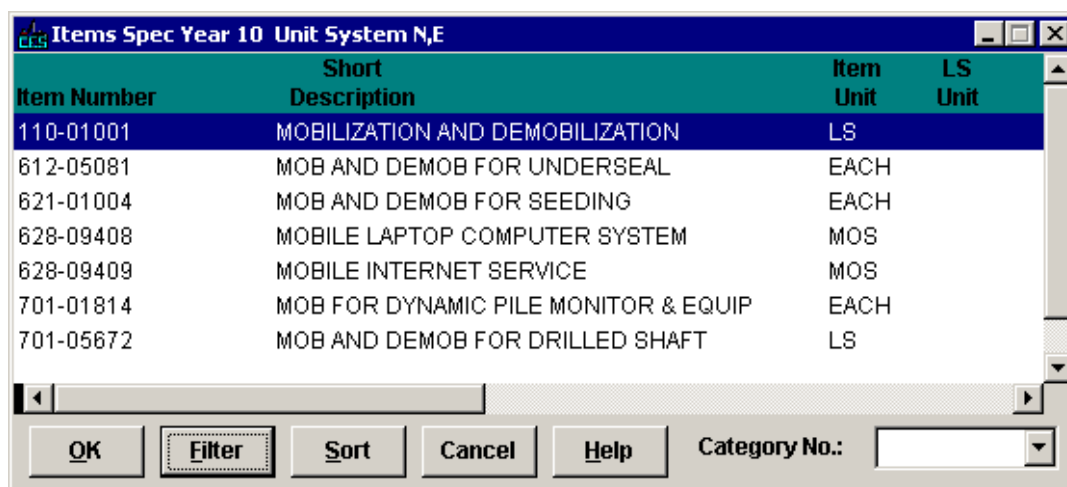
The following item list window will pop up with all the pay items. Click the **Filter** button to search for a specific item.



One way to search is by selecting **Short Description** in the **Column** pull down menu, **Contains** in the **Operator** pull down menu and in **ALL CAPS** type part of the item name in the **Value** box. Then click OK.



The item list window will now have a narrowed selection. To select an item, double click on the item or single click and select OK.



The items details will now show up in the **Item**, **Description**, and **Units** fields. Next enter the **Quantity** in the given box.

Enter Quantity Value Here

Trns'port CES

File Edit View Utilities Window Help

Job 0810069

General Variables Cost Groups Categories **Items** Programs Funding Attachments

Items for Job 0810069

Line: 0001 Item: 110-01001 Desc: MOBILIZATION AND DEMOBILIZATION

Item: 110-01001 Description: MOBILIZATION AND DEMOBILIZATION

Units: LS LS Units: Supp. Proposal Desc.:

Quantity: 1.000 Unit Price: Extended Amount:

Line Number: 0001 Alternate Code:

Item: 110-01001 Quantity: 1.000

Comment:

Supp. Desc. 1:

Supp. Desc. 2:

Category: Req. Supp. Desc.?: ☐

Funding Code: Fixed Price?: ☐

Code 1: State Furnished?: ☐

Item Variables

Name	Value	String
------	-------	--------

Right Click Here to Enter Price

To enter an Ad-hoc price, right click on the item in the box on the left, select **Add**, select **Reference Price** and then select **New Price**. You may choose to enter a New or Historical Price. If you choose to enter a historical price CES will automatically enter the current weighted average price from the pay item list.

Enter the estimated cost in the **Price** field and hit Enter.

Enter Estimated Cost Here

You may choose to have CES calculate the price as a "Percent On Top"

Trns'port CES

File Edit View Utilities Window Help

Job 0810069

General Variables Cost Groups Categories **Items** Programs Funding Attachments

Items for Job 0810069

Line: 0001 Item: 110-01001 Desc: MOBILIZATION AND DEMOBILIZATION

Task ID: REF 001 Comment:

Item: 110-01001 Description: MOBILIZATION AND DEMOBILIZATION

Units: LS LS Units: Supp. Proposal Desc.:

Quantity: 1.000 Unit Price: Extended Amount:

Task ID: REF 001

Comment:

Calculation Rule

☒ Normal

☐ Percent on Top

Price:

Percent:

The cost information will now show up in the **Unit Price** and **Extended Amount** fields.

If you wish to enter a price generated by one of the CES pricing model right click on the item, select **Add** and then select **Bid-based Price**. CES will automatically select the model that most closely matches the project header information you entered on the **General** tab.

In most cases the **Unit Price** and **Extended Amount** will automatically propagate based on the values from the selected Price Histories and Libraries on the General tab. (Make sure a **Quantity** has been entered before adding a Bid-based Price.)

In instances where the **Unit Price** does not automatically propagate, you may use the **Library Items** button to select a similar item from the currently selected Bid History Library. The **Unit Price** for the selected item will then be used for your item.

Click Here

You can also use the **Library Name** field to look up prices in a different Library other than the default library selected on the General Tab

Trns·port CES

File Edit View Utilities Window Help

Job 0200917

General Variables Cost Groups Categories **Items** Programs Funding Attachments

Items for Job 0200917

- Line: 0001 Item: 110-01001 Desc: MOBILIZATION AND DEMOBILIZATION
- Task ID: REF 001 Comment:
- Task ID: BID 001 Comment: This item does not appear in the library

Item: 110-01001 Description: MOBILIZATION AND DEMOBILIZATION

Units: LS LS Units: Supp. Proposal Desc.:

Quantity: 1.000 Unit Price: Extended Amount:

Task ID: BID 001

Price:

Type:

Comment: This item does not appear in the library

Item Code: Library Items

Library Name: ALL CONT - THREE YE

Note: 'Item Code' is only necessary if you wish to base this task on a different master item.

Note: 'Library Name' is only necessary if you wish to base this task on a specific library, instead of using the default library specified when this item is used in a Job.

Suspend 9,886,019.58

Ready

If a similar item cannot be found, or the item cannot be found in another Library, right click on the **Task ID** for the bid based price and delete the entry. Then follow the steps for creating a **Reference Price** for the item and enter a price estimated from other resources.

Trns·port CES

File Edit View Utilities Window Help

Job 0810069

General Variables Cost Groups Categories **Items** Programs Funding

Items for Job 0810069

- Line: 0001 Item: 616-05688 Desc: RIPRAP, CLAS
- Line: 0002 Item: 801-03290 Desc: CONSTRUCTIC
- Line: 0003 Item: 801-06640 Desc: CONSTRUCTIC
- Line: 0004 Item: 801-06710 Desc: FLASHING AR
- Line: 0005 Item: 616-02320 Desc: GEOTEXTILES
- Line: 0007 Item: 801-06775 Desc: MAINTAINING
- Line: 0009 Item: 201-90788 Desc: DEBRIS, REMC
- Line: 0010 Item: 110-01001 Desc: MOBILIZATION
- Line: 0011 Item: 201-02260 Desc: TREE, 30", REM
- Task ID: BID 001 Comment: This item does not

Item: 201-02260

Units: EACH LS

Quantity: 2.000

Task ID:

Price:

Type:

Comment:

Item Code:

Library Name:

Right Click Here

Continue entering Items and Prices until the estimate is complete. Next, click the **Save** disk and then **Close** the job by clicking the "X" in the upper right hand corner of the Job specific window.

Click Here to SAVE

Click Here to Close Job

Trns'port CES

File Edit View Utilities Window Help

Trns'port CES - \\Remote, 128-bit SSL/TLS.

Job 0810069

General Variables Cost Groups Categories **Items** Programs Funding Attachments

Items for Job 0810069

- Line: 0001 Item: 616-05688 Desc: RIPRAP, CLAS
- Line: 0002 Item: 801-03290 Desc: CONSTRUCTIC
- Line: 0003 Item: 801-06640 Desc: CONSTRUCTIC
- Line: 0004 Item: 801-06710 Desc: FLASHING AR
- Line: 0005 Item: 616-02320 Desc: GEOTEXTILES
- Line: 0007 Item: 801-06775 Desc: MAINTAINING
- Line: 0009 Item: 201-90788 Desc: DEBRIS, REMC
- Line: 0010 Item: 110-01001 Desc: MOBILIZATION

Job Number: 0810069 Description 1: 3.76 miles S. of SR 44

Spec Year: 10 Description 2:

Inflation Type: Model

Item Estimate Totals		Cost Group Estimate Totals	
Bid-Based Tasks:	4,968.27	Bid-Based Tasks:	0.00
Inflation:	0.00	Inflation:	0.00
Non Bid-Based Tasks:	103,200.00	Non Bid-Based Tasks:	0.00
Inflation:	0.00	Inflation:	0.00

Item Sub-Total: 108,168.27 Cost Group Sub-Total: 0.00

To run a full estimate report, right click on the des number in the main Jobs window, select **Run Process**, select **FULL ESTIMATE PRINT OUT** and then select OK. Also select **Submit** on the **Confirm Process Submission** window that will pop up, and finally click OK on the **Client Job Monitor** window.

Trns'port CES

File Edit View Utilities Window Help

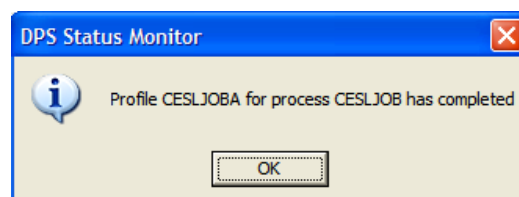
Jobs

Job Number	Spec Year	Description	Primary County	District	Job Work Type	Project
0810182	93	01.47 miles W of SR 38	C029	630	C800	
0810183	93	01.19 miles W of SR 38	C029	630	C800	
0810186	93	00.25 miles E of SR 3	C033	630	C800	
0810187	93	06.12 miles W of SR 9	C030	630	C800	
0810188	93	04.53 miles W of SR 9	C030	630	C800	
0810307	06	5.05 miles W US-421 EBL	C016	650	C800	
0810308	06	5.05 miles W US-421 WBL	C016	650	C800	
0900544	06	0.99 mi S of Jct SR 16 in Royal Center (Str	C009	640	W100	
0901647	06	200E over I-64, 1.02 mi E of US 41	C026	660	C700	
0901657	06	48 over Laughery Creek, 1.70 miles E	C069	650	C100	
0901859	06	r Deeds Creek (Eastbound), 0.96 Mile	C043	620	C300	
0901860	06	r Deeds Creek (Westbound), 0.96 Mile	C043	620	C300	
0902264	06	mi N of SR 64 to Patoka River	C026	660	V000	
0902265	06	r Patoka River Floodplain, NB	C063	660	V000	
0902266	06	Patoka River to SR 57	C063	660	V000	
0902267	10	SR 57 to SR 61	C063	660	V000	

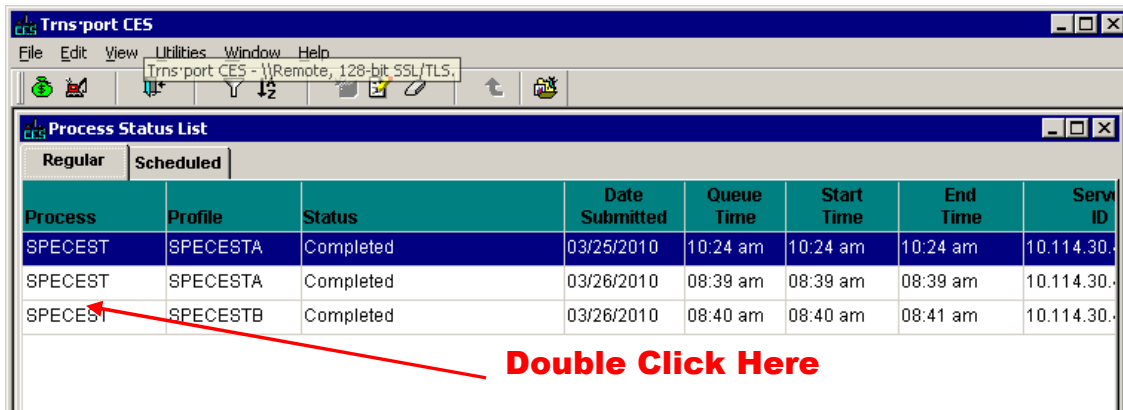
Right-click context menu options: Add, Change, Delete..., Job, Snapshots, Run Process...

Right Click on Job to Run Process

After a few seconds, a **DPS Status Monitor** window will pop up indicating the report is complete. Select OK.



To view report, select **File** from the menu at the top and then select **Process Status**. Double Click on the most recent process based on Date Submitted.

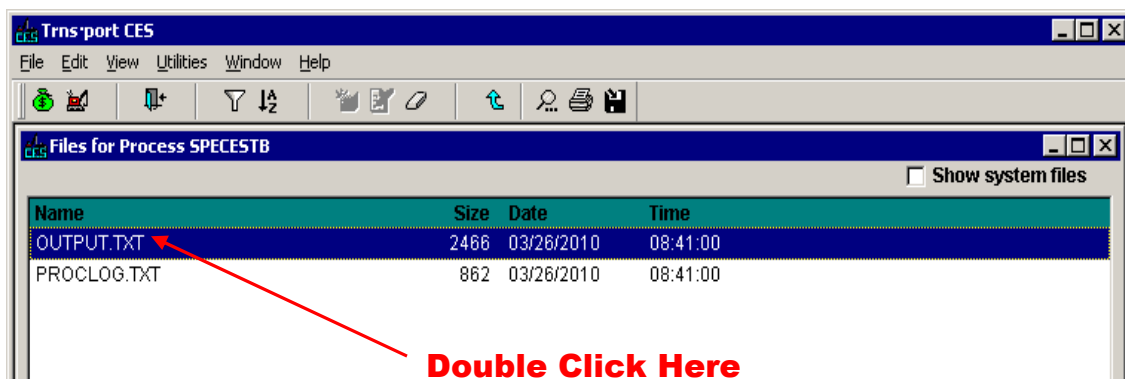


Process Status List

Process	Profile	Status	Date Submitted	Queue Time	Start Time	End Time	Serv ID
SPECEST	SPECESTA	Completed	03/25/2010	10:24 am	10:24 am	10:24 am	10.114.30.
SPECEST	SPECESTA	Completed	03/26/2010	08:39 am	08:39 am	08:39 am	10.114.30.
SPECEST	SPECESTB	Completed	03/26/2010	08:40 am	08:40 am	08:41 am	10.114.30.

Double Click Here

Then Double Click on **Output.txt**.

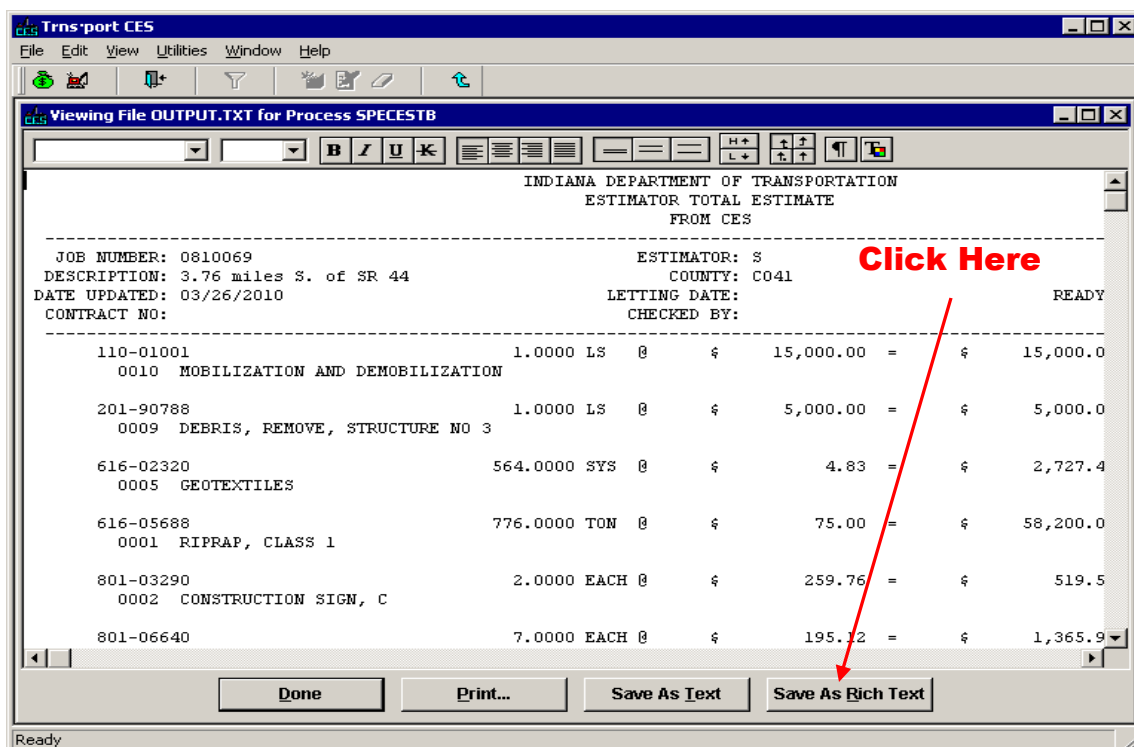


Files for Process SPECESTB

Name	Size	Date	Time
OUTPUT.TXT	2466	03/26/2010	08:41:00
PROCLOG.TXT	862	03/26/2010	08:41:00

Double Click Here

Click the **Save As Rich Text** button.



Viewing File OUTPUT.TXT for Process SPECESTB

INDIANA DEPARTMENT OF TRANSPORTATION
ESTIMATOR TOTAL ESTIMATE
FROM CES

JOB NUMBER: 0810069
DESCRIPTION: 3.76 miles S. of SR 44
DATE UPDATED: 03/26/2010
CONTRACT NO:

ESTIMATOR: S
COUNTY: C041
LETTING DATE:
CHECKED BY:

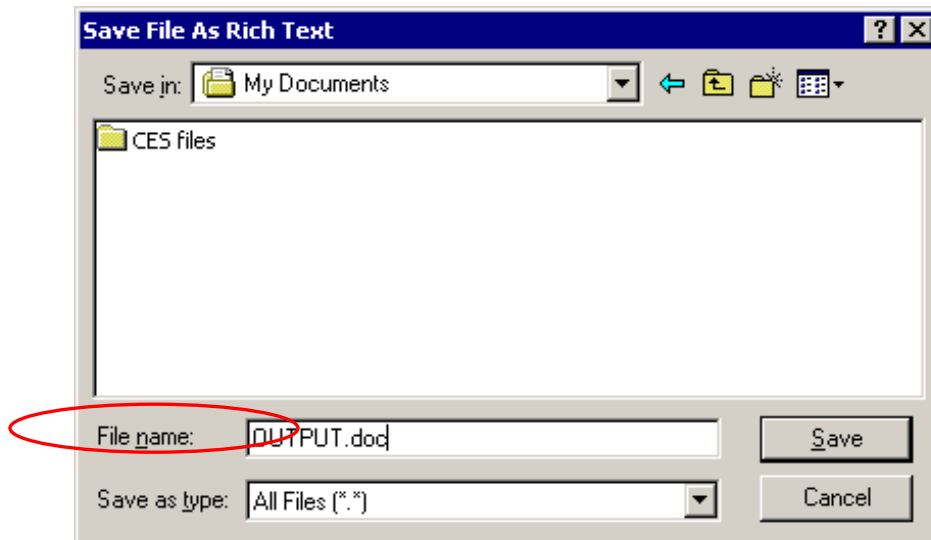
READY

110-01001	0010 MOBILIZATION AND DEMOBILIZATION	1.0000 LS	0	\$	15,000.00	=	\$	15,000.0
201-90788	0009 DEBRIS, REMOVE, STRUCTURE NO 3	1.0000 LS	0	\$	5,000.00	=	\$	5,000.0
616-02320	0005 GEOTEXTILES	564.0000 SYS	0	\$	4.83	=	\$	2,727.4
616-05688	0001 RIPRAP, CLASS 1	776.0000 TON	0	\$	75.00	=	\$	58,200.0
801-03290	0002 CONSTRUCTION SIGN, C	2.0000 EACH	0	\$	259.76	=	\$	519.5
801-06640		7.0000 EACH	0	\$	195.12	=	\$	1,365.9

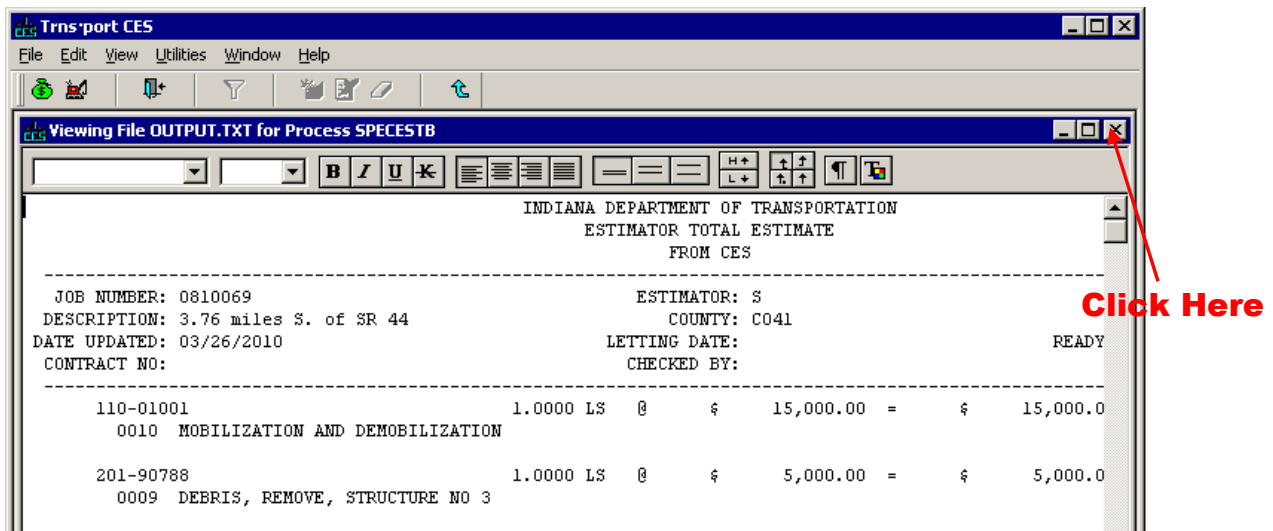
Click Here

Done Print... Save As Text **Save As Rich Text**

Save the file as a *.doc file.



To return to the main **Jobs** window, close all the **Process** windows by clicking the “X” in the right hand corner until the **Jobs** window is the only one open.



Finally, once the estimate is complete and final tracings have been submitted to Contracts Services by the Project Manager, the file will need to be placed in **Control Group 12**.

To change the **Control Group**, double click on the des number to open the job, select **page 2** on the **General** tab, enter 12 in the Control Group Field and then select save.

WARNING: Once the control group is changed and saved, you will no longer have access to this CES Job!!

The screenshot shows a web-based form for a CES Job titled "Job 00000000DUMMY". The form has a tabbed interface with tabs for "General", "Variables", "Cost Groups", "Categories", "Items", "Programs", "Funding", and "Attachments". The "General" tab is selected, and the form is on "page 2".

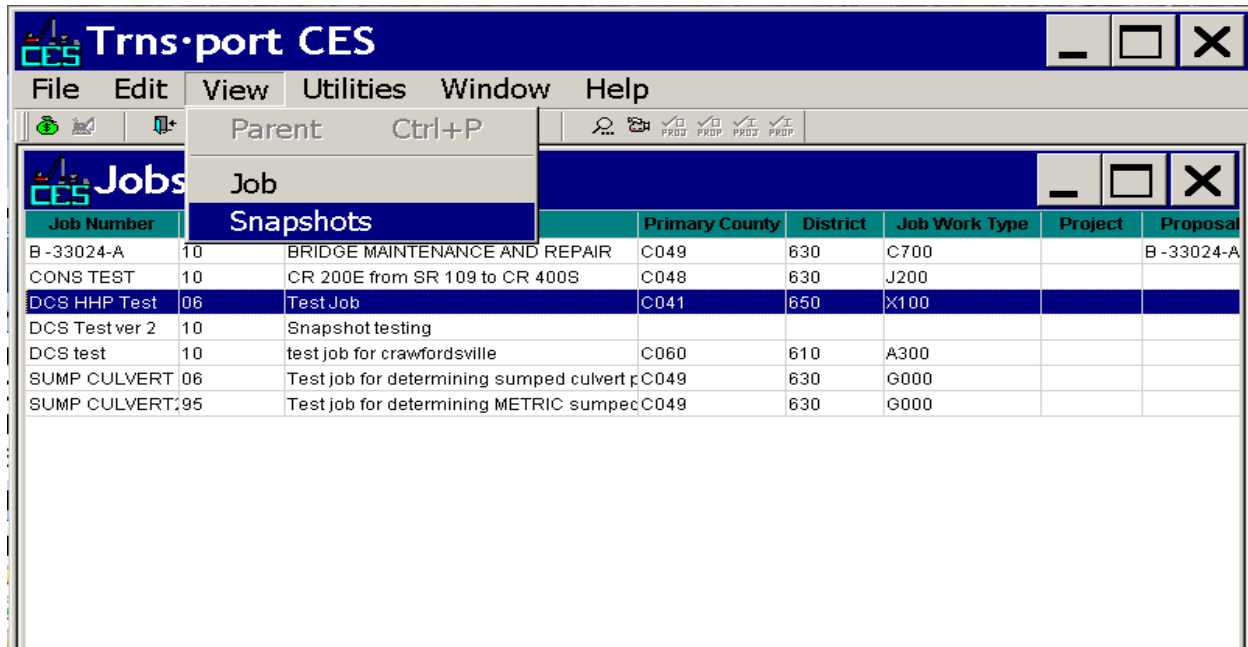
The form contains the following fields:

- Scheduling ID:
- Planning ID:
- FMIS Code:
- Design ID:
- Latitude: 123456
- Longitude: 9876543
- Control Group: 00 (circled in red)
- Doc. Mgt. ID:
- Bridge Mgt. ID:
- Pavement Mgt. ID:
- GIS ID:
- Project: 00000000DUMMY
- Proposal:
- Funding Category:
- String 1: 555
- String 2:
- String 3:
- String 4:
- String 5:
- Number 1:
- Number 2:
- Number 3:
- Code 1:
- Code 2:
- Code 3:
- Date 1: 00/00/0000
- Date 2: 00/00/0000
- Date 3: 00/00/0000
- Date 4: 00/00/0000
- Date 5: 00/00/0000
- Flag 1:
- Flag 2:
- Flag 3:
- Flag 4:
- Flag 5:
- Quantity 1:
- Quantity 2:
- Long String 1:

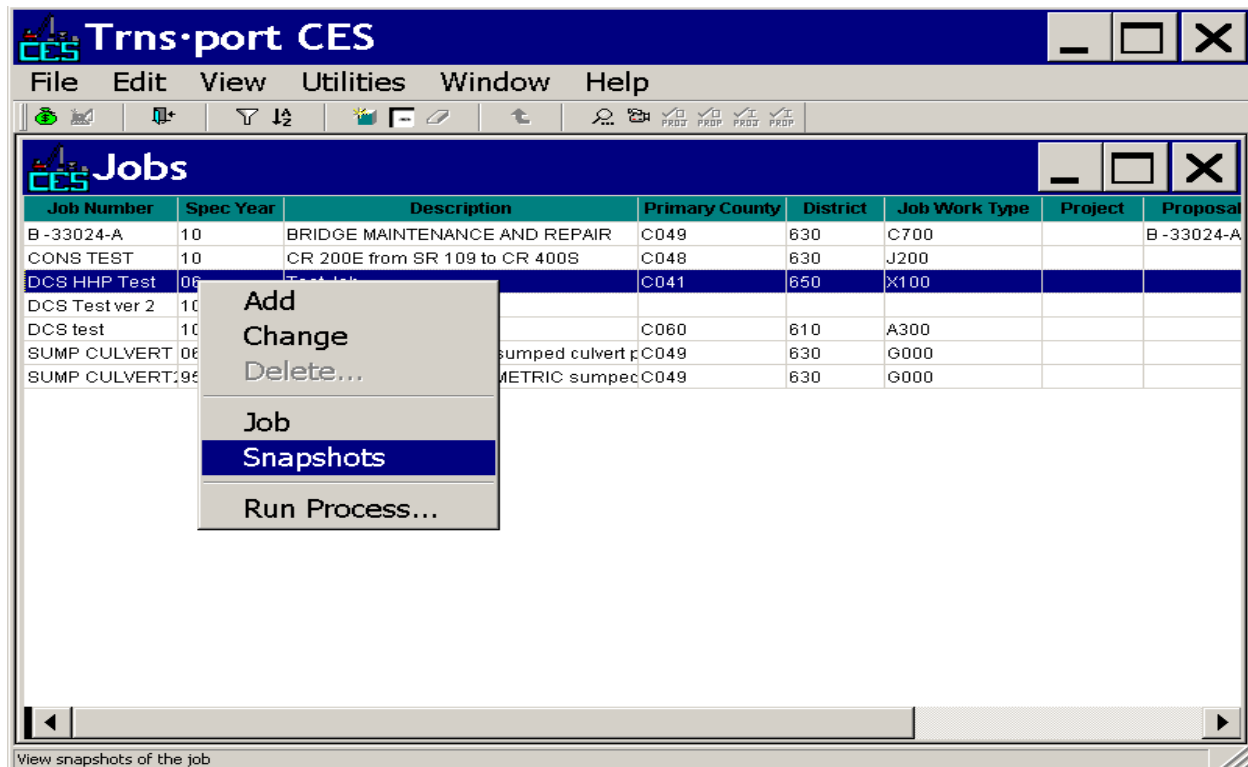
INSTRUCTIONS FOR TAKING A SNAPSHOT

A **Snapshot** is a complete picture of a job at a given time. Snapshots can be used to trace the evolution of an estimate from conception to completion, and, therefore, can be instrumental in reviews and audits. A snapshot can be produced by a user at will, and also occurs automatically at prescribed times (for instance, when you split a job).

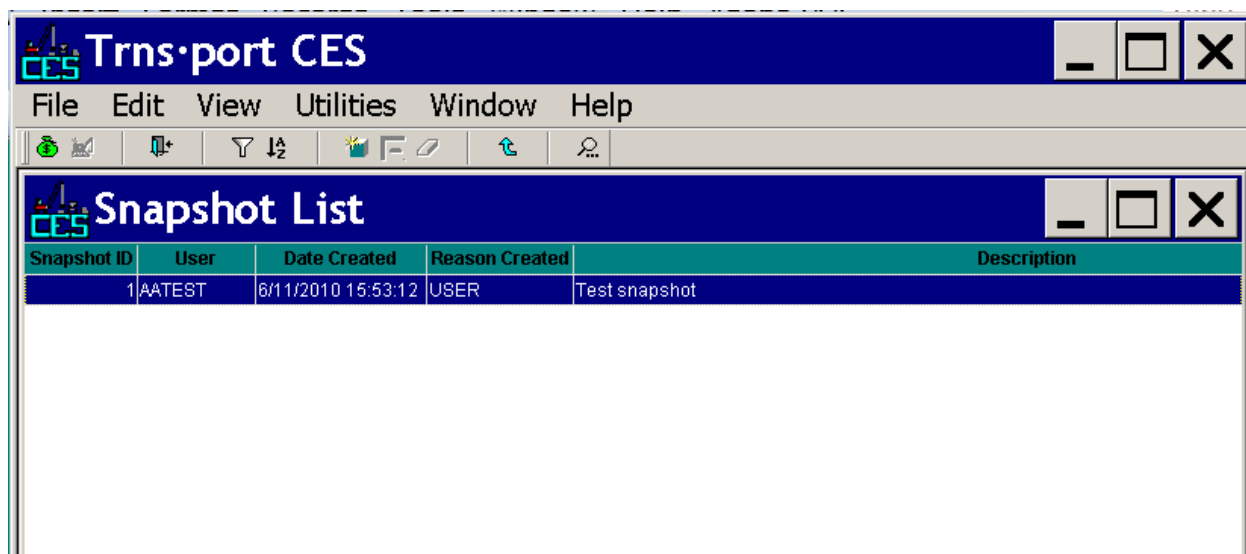
Select the job you wish to take a snapshot of, and select **Snapshots** from the **View** menu.



Or right-click on the Job and select Snapshots from the shortcut menu.

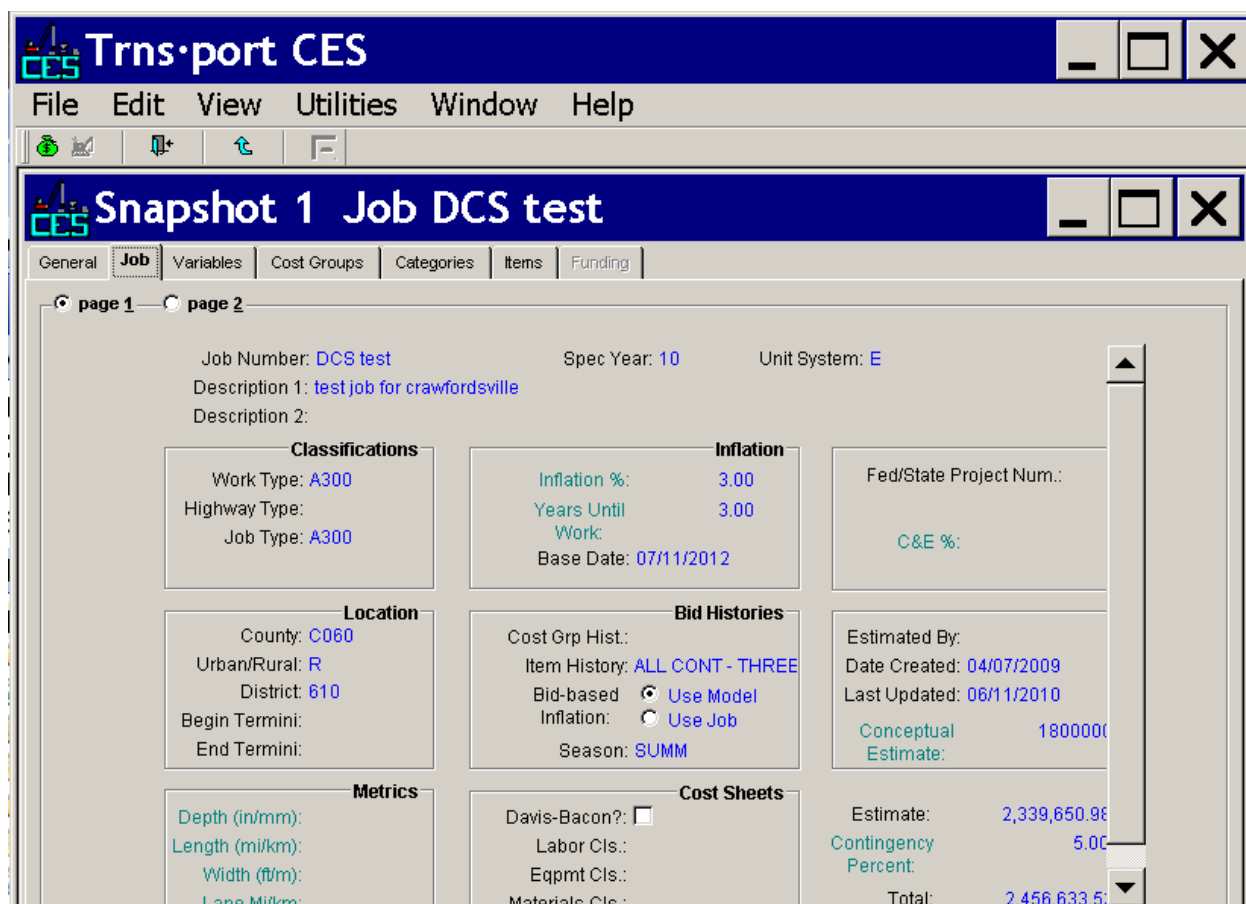


The Snapshot window will open and display any snapshots that have been taken of your CES job

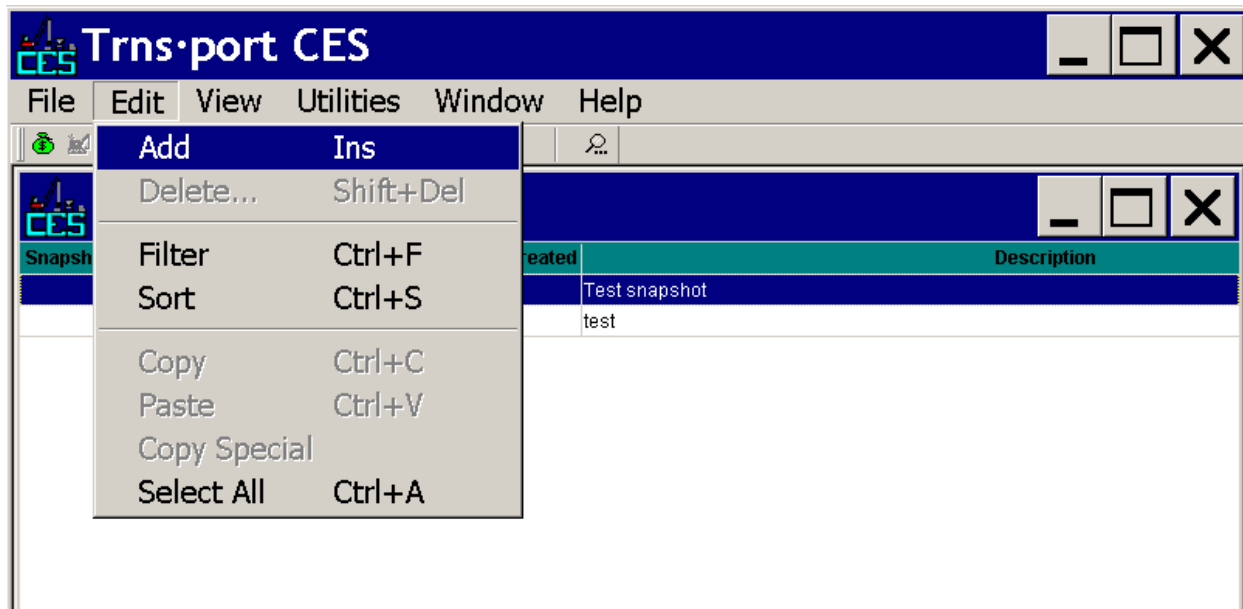


To open an existing snapshot Double-click on the Snapshot title or right-click on it and choose **Snapshot** from the shortcut menu.

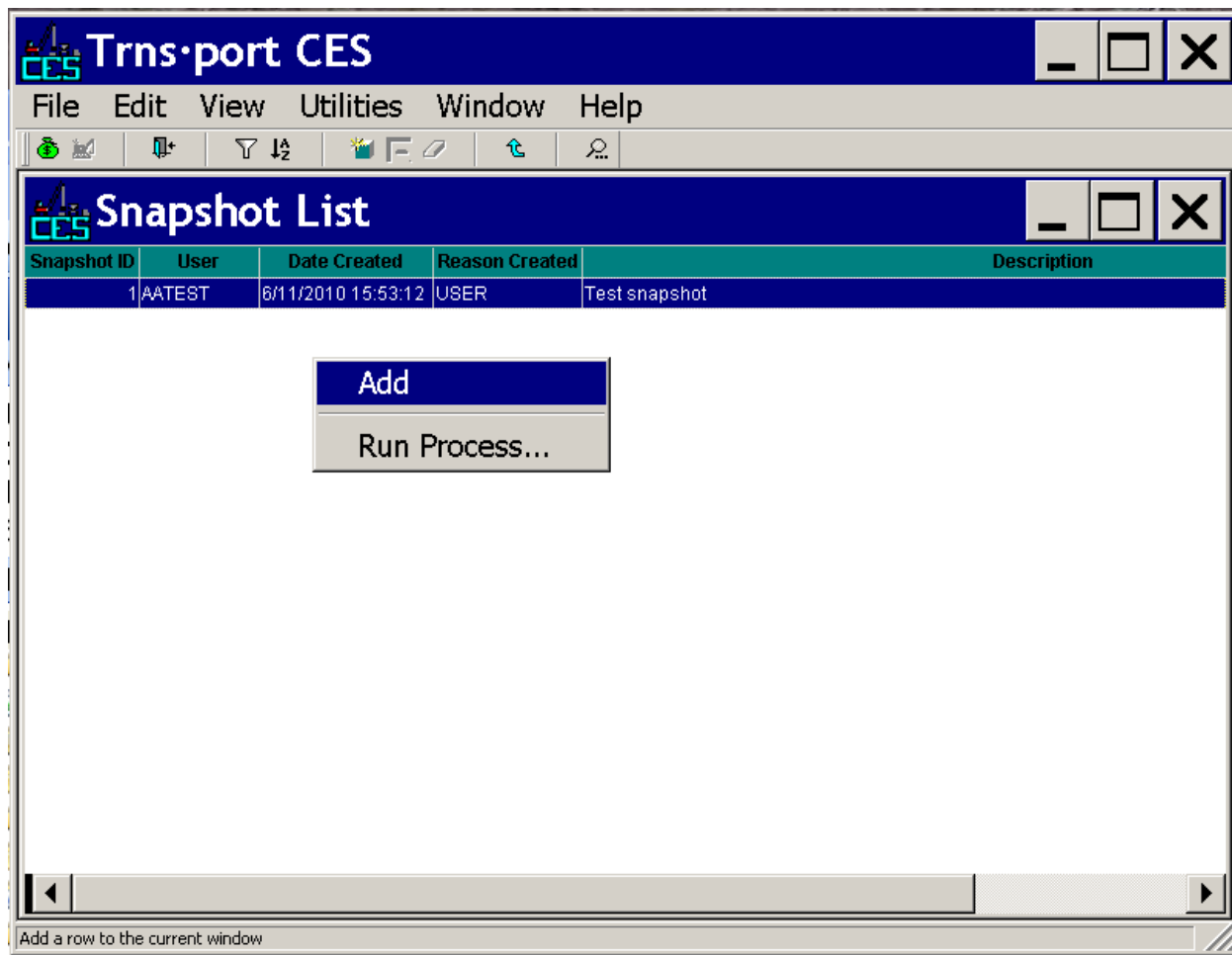
The Snapshot window looks like the regular job window but you cannot edit any of the data.



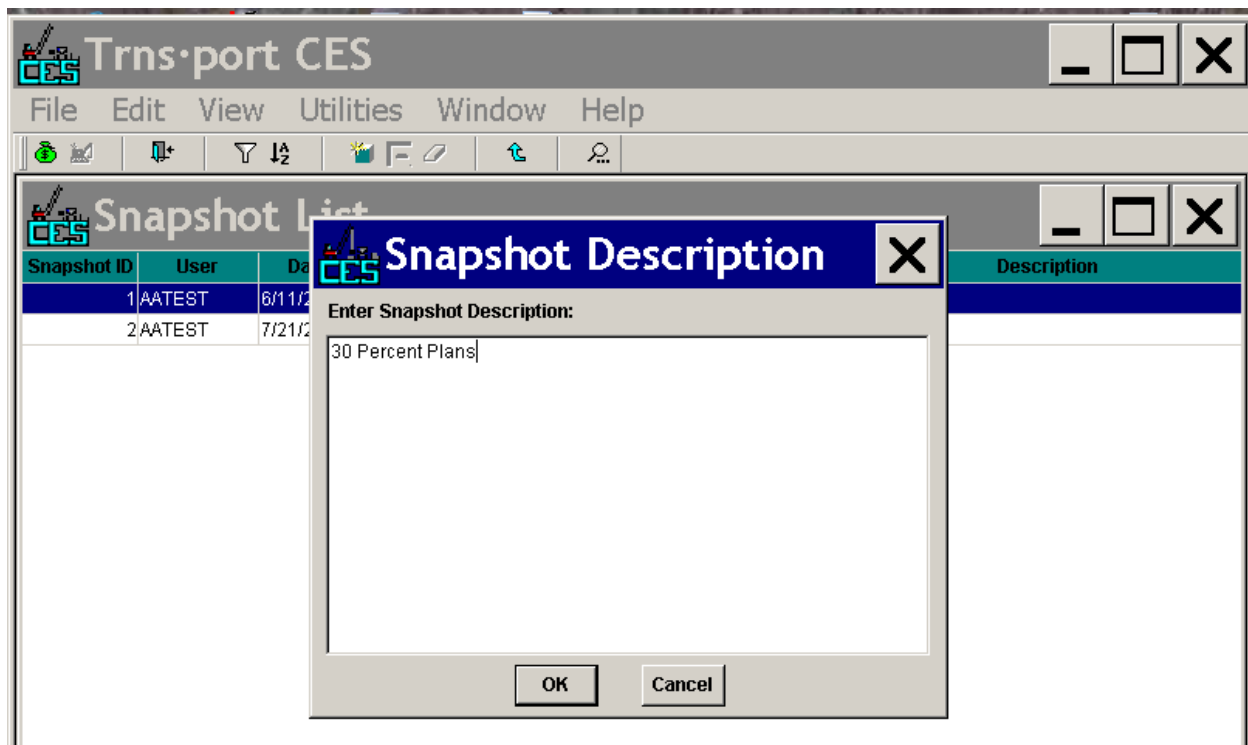
To add a snapshot, open the snapshot window for that contract and either choose **Add** from the Edit menu.



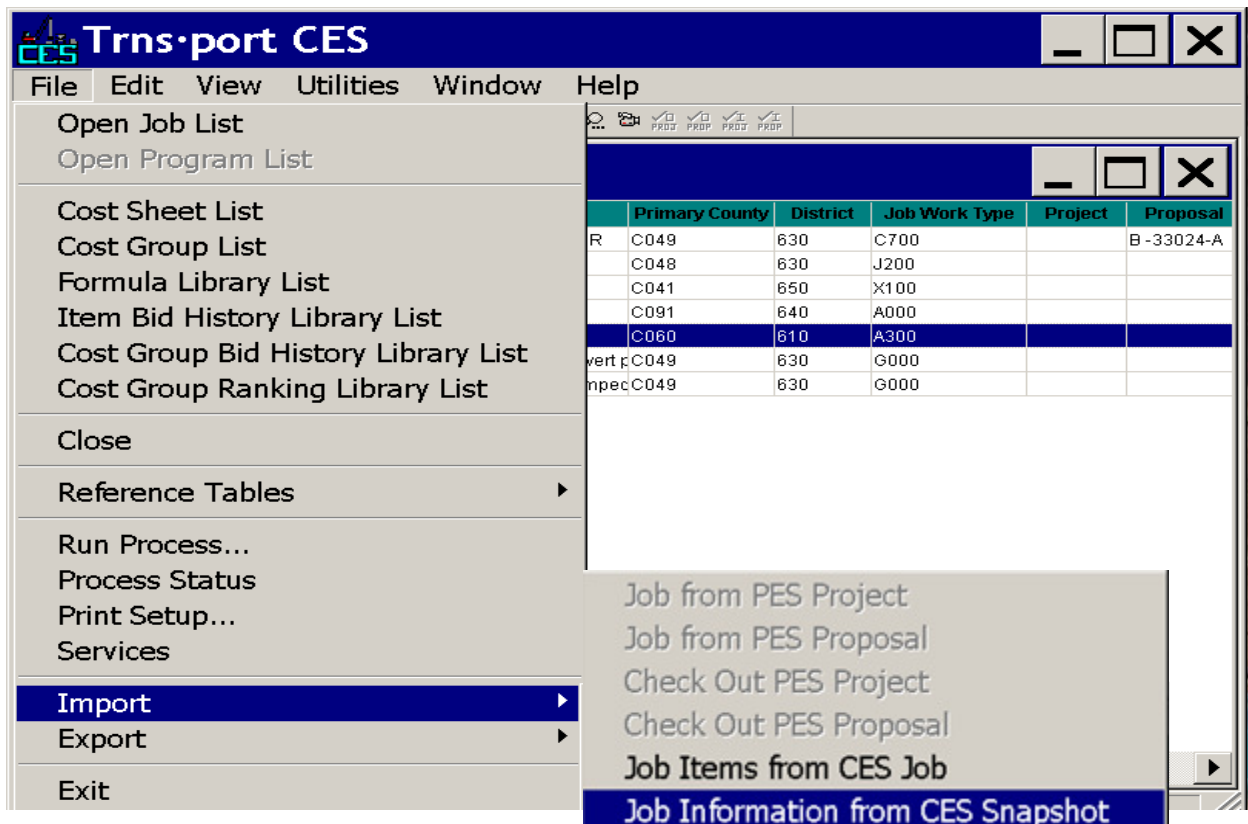
Or you can right-click on the snapshot window itself and choose **Add**.



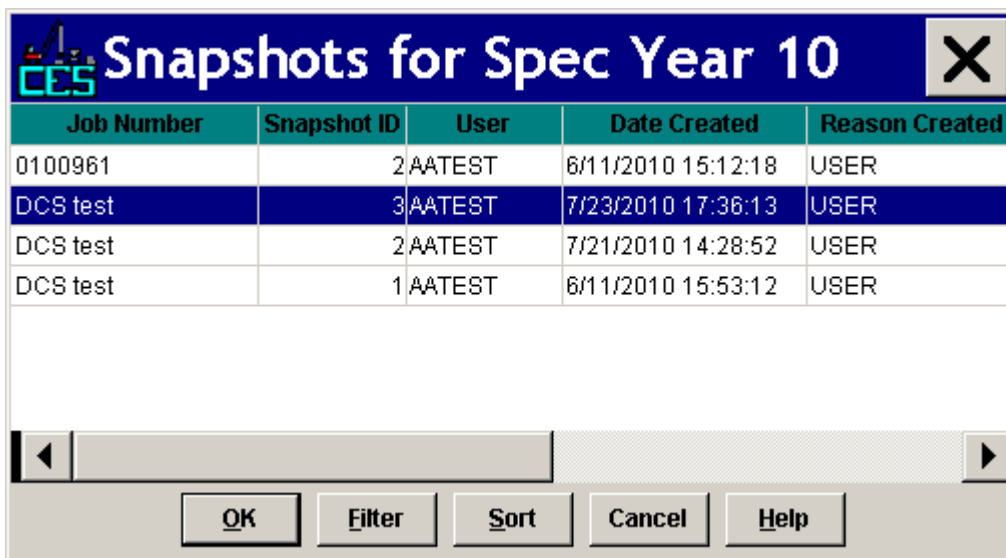
Enter a description for the Snapshot in the popup window and click **OK**.



To restore project data from a snapshot, choose **Import** from the File menu and select **Job Information from CES Snapshot**.

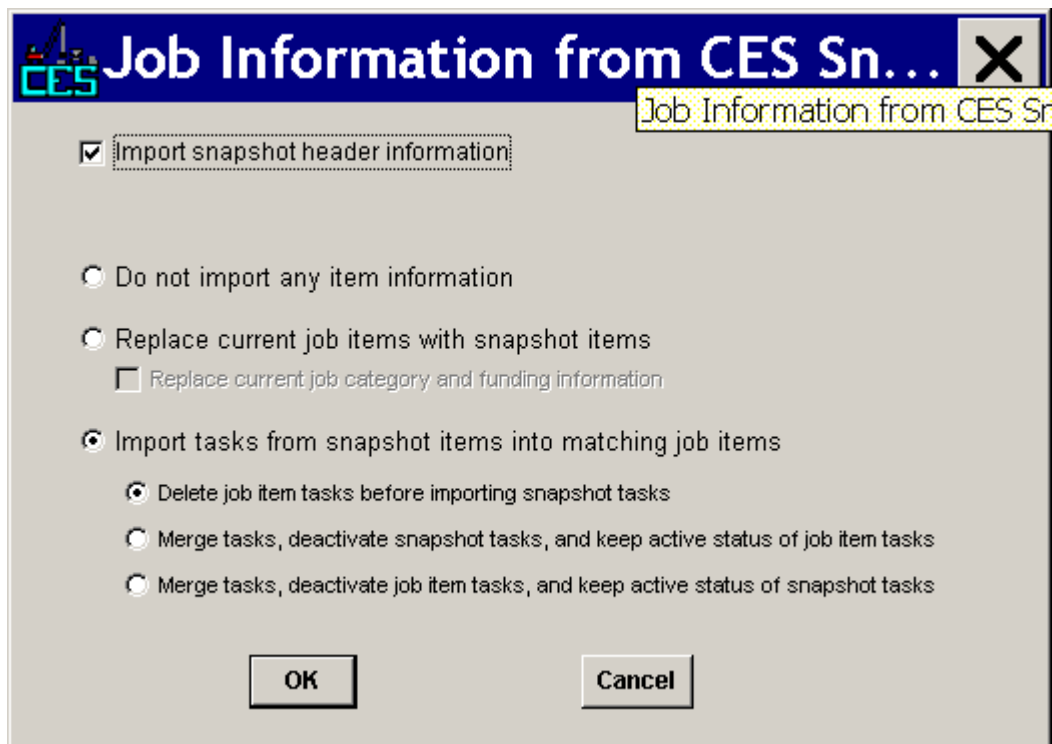


Then select the snapshot you wish to import from the popup window.



Job Number	Snapshot ID	User	Date Created	Reason Created
0100961	2	AATEST	6/11/2010 15:12:18	USER
DCS test	3	AATEST	7/23/2010 17:36:13	USER
DCS test	2	AATEST	7/21/2010 14:28:52	USER
DCS test	1	AATEST	6/11/2010 15:53:12	USER

CES will give you the option of importing some or all of the snapshot data into your job.



Job Information from CES Sn...

☒ Import snapshot header information

☐ Do not import any item information

☐ Replace current job items with snapshot items

☐ Replace current job category and funding information

☒ Import tasks from snapshot items into matching job items

☒ Delete job item tasks before importing snapshot tasks

☐ Merge tasks, deactivate snapshot tasks, and keep active status of job item tasks

☐ Merge tasks, deactivate job item tasks, and keep active status of snapshot tasks

OK Cancel